
HRP015 – Alcohol and Drugs in the Workplace

1. Intention

To implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all employees, volunteers and contractors of the Shire of Waroona.

2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

3. Definitions

While this policy refers specifically to alcohol and illicit drugs, it is intended to apply to all forms of substances affecting the central nervous system. For the purpose of this policy:

'under the influence' is a situation in which the influence of alcohol or drugs, or the combination of alcohol and drugs, may affect personnel in any detectable manner.

4. Statement

The Shire is committed to safety as the major priority for all of its operations. The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees, volunteers and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

This policy outlines the circumstances and methods for the screening tests of Shire employees and contractors for alcohol and other drugs and describes the processes which will be adopted following a positive test and the course of events for the employee or contractor who has tested positive to alcohol or another drug.

This policy has also been formulated so that Shire employees and contractors recognise the potential impact of alcohol and drug misuse for both themselves personally and in the work environment for the safety of all.

This policy applies to all staff at corporate functions, events, and meetings including Council, Advisory, Committee and staff meetings, and any other forum of official business of Council and Council Officers, on Council premises.

The Alcohol and Drug Workplace Policy is an intrinsic component of the Shire of Waroona's commitment to safety.

4.1 Safety in the Workplace and Fitness for Work

Employees and contractors are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the employee's or contractor's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

4.2 Welfare of the Individual

The welfare of employees and contractors, as well as being the responsibility of the Shire as the employer, is also the responsibility of each individual. It is therefore each employee's or contractor's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, the Chief Executive Officer may have them removed from the workplace and may initiate any reasonable action considered necessary as detailed in the Shire of Waroona Fitness For Work procedure.

If it is believed that the use of alcohol or drugs renders risk to the health or safety of the employee, contractor, co-workers or the public, the CEO reserves the right to remove the employee from duty pending an urgent medical examination to determine fitness for duty.

4.3 Alcohol and Drugs in the Workplace

This policy primarily focuses on alcohol and drug dependence that affects the work performance of the individual and is directed toward maintaining a satisfactory level of employee health, safety and work performance.

During normal business hours, the use of alcohol and drugs in the workplace, including Council premises, parks, reserves, vehicles, plant or any other Council building or physical asset, is prohibited.

During normal business hours, the Chief Executive Officer may permit the consumption of alcohol where circumstances warrant such as when Council sponsors a social event like a Christmas Party, or special organised functions such as the retirement of an employee. Consumption of alcohol for gatherings of employees as part of the staff social club, for team building, or where the CEO deems it appropriate to recognise effort, will also be permissible. The provision of low percentage alcohol beverages will be served as a preference at all functions and soft drink, water and substantial food will also be provided.

4.4 Testing of Employees for the presence of Alcohol and/or Drugs

Testing will be undertaken under the following circumstances:

- As part of an employee pre-employment medical by a medical practitioner.
- Where there is the suspicion of an employee or contractor being under the influence of alcohol or other drugs.
 - If any employee or contractor suspects that another employee or contractor is under the influence of alcohol or other drugs, they should contact their immediate supervisor.
 - The employee or contractor should be advised that they are suspected to be under the influence of alcohol or other drugs and screening tests will be carried out.
 - The employee or contractor subject to the testing may ask for an independent witness, who must be immediately available. If their witness is not immediately available, the tester will organise a witness.
- At random.

All results of any tests will be recorded.

4.4.1 Testing following any traffic incident or accident

Following any traffic accident, the employee driving a motor vehicle or heavy equipment vehicle, or an individual associated with the accident, may be alcohol and drug tested.

4.4.2 Testing following any incident or accident at the Shire Works Depot, Administration Office or Site Works

Following any incident/accident within the areas mentioned above, the employee, or an individual associated with the incident/accident, may be alcohol and drug tested.

4.4.3 Failure to undertake testing

All alcohol and drug testing will be undertaken in normal business hours.

Should an employee refuse the test, the employee shall be counselled that refusal supports the suspicion of the employee being under the influence of alcohol or other drugs and should refusal persist, the employee will be sent home without pay and be required to undergo testing before resuming work.

4.5 Authorised Testers

Consistent with the Shire of Waroona's obligation to provide a safe workplace for its employees and contractors, the Fitness for Work procedure will be used with respect to the prevention of impairment as a result of alcohol and/or drugs.

In the presence of the employee's witness, testing may be undertaken by:

- Alcohol – undertaken by a hand-held breathalyser unit in accordance with AS3547– by a Nationally Recognised Drug and Alcohol Testing Officer or a medical practitioner appointed by the Shire of Waroona.
- Drugs – undertaken by Oral fluid (saliva) sample and testing unit in accordance with AS4760:2006 – by a Nationally Recognised Drug and Alcohol Testing Officer or a medical practitioner appointed by the Shire of Waroona.

4.6 Positive Results from Alcohol and Drug Testing

The test results delivered by the Testing Authority will be binding on the employee.

4.6.1 First Positive Test

Should a breathalyser test indicate 0.02% BAC (Blood Alcohol Concentration) or more, or should the employee test positive to drugs, the employee shall be provided with transport home and be paid for work done until the time that the testing was carried out.

Before returning to work after recording a positive test result, the employee will be retested and must record a test result below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. The employee will also be cautioned about the consequences in the event of any repeat episode. The results and advice will be provided in writing to the employee and recorded in their personnel file. They will be informed of possible individual testing at a random date in the near future. The immediate supervisor will be present at these discussions, together with any witness of the employee's choosing.

4.6.2 Second Positive Test

An employee who registers over 0.02% BAC or tests positive to other drugs a second time shall be required to undertake professional counselling. If the requirement of the counselling is refused, then the employee will be disciplined accordingly. Suspension without pay will be enforced until the matter is resolved.

4.6.3 Third Positive Test

If an employee registers 0.02% BAC or tests positive to illegal drugs a third time, they shall be encouraged to receive further professional counselling. In the interests of the employee's own safety and of the safety of other employees of the Shire, their employment will be terminated.

5. Legislative and Strategic Context

Nil.

6. Review

This policy is to be reviewed as required.

7. Associated Documents

Nil.

Division	Human Resources				
Policy Number	HRP015				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
HR022 – Alcohol and Drug Workplace Policy		